 **HOPS Mobile Phone and Camera Policy**

Henley Outdoor Play Scheme (HOPS) is committed to ensuring the safety of children in its care.

We recognise the importance of mobile phones in HOPS for communication purposes, but are aware that casual or inappropriate use of mobile phones in HOPS could pose a risk to children.

This policy applies to all staff and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

**Committee members’ and Play Helpers’ personal mobile phones**

All committee members, room leaders, parent helpers and play helpers (adults) on site will not carry personal mobile phones while working. This protects staff from being distracted from their work, and from allegations of inappropriate use. Their phones will be kept in an agreed secure area in the school.

Where it is essential for adults to make a personal call during a session, they should, (with the agreement of the Play Leader), make this in the agreed area not used by children.

Adults must give the HOPS telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency, during session hours.

**Children**

Children who attend HOPS with a mobile phone must hand it in to the committee desk on arrival at HOPS and collect at the end of the day. Phones will be kept labelled and in a secure manner at the committee desk during the day.

Children may not keep or use a mobile phone on the HOPS grounds. Any child who does not hand their mobile phone in to the committee desk and is found to have a phone on them will have it removed and placed securely at the committee desk until pick up at the end of the day, and handed to the parent.

**Parent Helpers and visitors**

HOPS will advise visitors and parent helpers that mobile phones are not to be used in the setting. If a visitor or parent helper is seen using their mobile phone, they will be asked to use it away from the children. HOPS reserves the right to ask a visitor to put their phone in the secure area, or to leave the premises, or for HOPS to call the police, in the event of suspected inappropriate camera use.

HOPS notes the following Ofsted advice:

‘Mobile phones may be used in school, as long as their use is appropriate. The use of a mobile phone

must not detract from the quality of supervision and care of children.’

‘If inspectors observe, or become aware of, staff using a mobile phone for non-essential purposes

they will consider drawing this to the attention of the manager, supervisor or registered provider.

They will also consider if the staff member was meeting the needs of the children, when using the

telephone, and consider the impact on inspection judgements, including setting an action.’

**Photographs**

It is recognised that one of the key ways to record HOPS activities and engage parents in their child’s

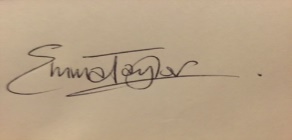
enjoyment whilst at HOPS is through photographs that record their children’s activities and achievements.

We will seek permission from parents/carers to take photographs of their children for this purpose, using the HOPS camera. Camera or video functions on mobile phones or other mobile devices must not be used on site.

**Exceptional circumstances**

HOPS has a large outdoor space and it may be necessary to use a mobile phone to communicate with other staff or request help or assistance. The use of a mobile phone in these circumstances will be permitted.

Signed: Emma Taylor



Title: Chair

Date: July 2016